

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/20/15

CLOSING DATE: 10/29/15 (4:30 PM)

SCDC INTERNAL TITLE: CPL I

SCDC POSITION #: 013573

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: A1 WORK TIME: 0600 AM - 0600 PM

LOCATION: GOODMAN CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 1

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

BAND: 04 SALARY RANGE \$ 026139 - \$ 048361

SPECIAL INCENTIVE: NO

LEVEL: A SALARY RANGE \$ 026139 - \$ 041400 SCEIS POSITION #: 61018975

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,
SECURITY OR POLICE WORK.

AGENCY PREFERRED QUALIFICATIONS:

TWELVE MONTHS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK.

INCUMBENT MUST SUCCESSFULLY COMPLETE BASIC CERTIFICATION TRAINING
AT THE S.C. DEPT. OF CORRECTIONS TRAINING ACADEMY WITHIN SIX MONTHS
OF BEING IN THE POSITION.

DESCRIPTION OF DUTIES:

ASSISTS SERGEANT I IN EVALUATING OFFICER DUTY PERFORMANCE. PROVIDES
DIRECT SUPERVISION OF SUBORDINATE OFFICERS. REVIEWS INCIDENT REPORTS
WRITTEN BY OFFICER I AND TAKES APPROPRIATE ACTION. INVESTIGATES
INMATE COMPLAINTS AND TAKES APPROPRIATE ACTION. INSTRUCTS AND
COUNSELS OFFICERS CONCERNING DUTY REQUIREMENTS. INSTRUCTS AND
COUNSELS INMATES AS REQUIRED. RELIEVES SERGEANT I AS REQUIRED.
MONITORS INMATE MOVEMENT WITHIN THE INSTITUTION. PERFORMS ALL
ESSENTIAL AND MARGINAL FUNCTIONS OF THE OFFICER I POSITION AS
REQUIRED.

COMMENTS:

SHIFT/WORK SCHEDULE SUBJECT TO CHANGE.